


## First Login to CJA eVoucher

logout

 In order to complete the activation of your profile, please fill the mandatory information.

**Login Info**  
 Your Login information

UserName **AAAttorney**  
 CM/ECF Access is **NOT validated**

**Attorney Info**  
 Your personal info

Bar Number:  
 Your Name: **Adam A Attorney**  
  
 Your Contact Info:  
 Phone: 210-666-7845  
 Fax:  
 james\_schaaf@aobc.uscourts.gov  
  
 Your Address:  
 1112 N. Main Street  
 San Antonio, TX 78211  
 USA

**Billing Info**  
 List all available billing info records

In order to get paid you need to setup at least one Billing entry.

**Holding Period**

No info has been stored.  
 Please click VIEW to type your info.

**Continuing Legal Education**

No info has been stored.  
 Please click VIEW to type your info.

The first time you log in to CJA eVoucher, a screen may appear requesting you to complete your profile information, especially your billing information. Click **Add** to the right of the **Billing Info** section.. When you have completed any missing information, log out and log in again. You should go directly to your **Home** page. If the profile error page appears again with a new login attempt, check each section for missing information such as phone numbers, Tax ID, etc.

Select  
Add  
Edit

Users will be required to change their passwords within 30 days of the first time they log in to eVoucher. Passwords must be at least eight characters in length and contain:

- One lowercase character
- One uppercase character
- One number
- One special character

Users are required to periodically change their passwords..

**Billing Info**  
 List all available billing info records

If this billing information line is for a pre-existing agreement with a law firm, please enter the Firm's Name and Employer Identification Number (EIN).

Billing Type:  
☒ Self-Employed  
☐ Firm  
☐ Associate  
  
☐ Copy Address from Profile

Name:

Phone:  Fax:

Address 1:

Address 2:

Address 3:

City:  State:  Zip Code:

Country:  
 UNITED STATES